

Report to the State Library Board

May 23, 2022

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State Librarian

This report is prepared bi-monthly in conjunction with the regular meetings of the Connecticut State Library Board. The report, which will be included in the minutes of the May 23, 2022 meeting of the Board, covers the period of March 29, 2022 through May 13, 2022.

Office of the State Librarian

Governor Lamont signed the midterm budget on May 9, 2022, confirming three changes to the State Library's budget in the next fiscal year: 1) the addition of a new position in Public Records, focused on electronic content management; 2) the transfer of funds related to IT services and staff for all agencies to the Bureau of Information Technology Solutions (BITS) within the Department of Administrative Services (DAS); and 3) the additional allocation of funds to support Connecticut's blind and print disabled patrons. State Library staff have already taken steps to begin implementing these changes. This budget represents the first, though modest, net increase to the agency's budget in more than a decade.

Front of mind for me is continuing to develop and deepen relationships between the State Library and other organizations with similar missions. Since the last meeting, I have attended numerous events and meetings virtually and across the state, including meeting with the Black Caucus of the American Library Association - Connecticut Affiliate Board; a Board Meeting of the Libraries Online, Inc. consortium; the National Park Service and Coltsville Heritage Partnership to discuss the ongoing efforts to establish a national historic park in Hartford; and attending the Connecticut League of History Organizations' annual meeting and awards. Early in May, I joined librarians from across the state at the Connecticut Library Association's first in-person conference since 2019; while there, I served as a panelist in a session on preparing for legislative visits to libraries. And most recently, Patrick Smith and I met with representatives of the Connecticut Historical Society to discuss ways our organizations align and could partner in the future.

Unit Activities

Partnerships and Community Engagement

Allen Ramsey and Lizette Pelletier continue to identify items of interest for the **Connecticut Radio Information System (CRIS) National Park Service planning grant** to provide accessibility at the Redding Revolutionary War encampment located within the Putnam Memorial State Park. General Israel Putnam's division of the Continental Army encamped at Redding during the winter of 1778-79. Archives staff identified a surveyor's map from the 1890s of the area around the park including the encampment. The map is approximately 6.5 feet long and 2.5 feet wide. In two pieces, the map was encapsulated as a single unit in the 1980s. The encapsulation materials and the limited size of the bed on the library's Bookeye scanner impeded Barbara Austen's ability to create a usable scanned image of the complete document. Other documents identified for the project include correspondence from the field commanders to

Governor Jonathan Trumbull regarding the lack of blankets, clothing, food, and pay for the Connecticut troops, which led to a near revolt and march on Hartford.

LeAnn Burbank, Lizette Pelletier, Elise Marzik, Barbara Austen, Allen Ramsey, and Deborah Schander met on March 17 with Representative Christine Goupil (Clinton, Killingworth, and Westbrook), officials from the Department of Administrative Services (DAS), and officials from municipalities and regional council of governments regarding **House Bill 5428** "An Act Concerning Building Officials, Resources Relating to the Administration of the State Building Code and the Promotion of Careers in Related Fields" to discuss the State Library's potential involvement in the project..

Patrick Smith continues to bring **museum education programs** to classrooms around the state. Recent visits have included teaching 130 Enfield fifth graders the role Connecticut played in the Revolutionary War and programs about Immigration in Connecticut and a visit to a historic cemetery in East Windsor.

The popular "**Hiking Through History**" public programs are beginning again in May, coordinated by Patrick Smith and Robert Kinney. Sites to be visited this Spring/Summer/Fall include The Windsor Locks Canal, Lebanon Town Green, a section of the Old Connecticut Path in Eastern Connecticut, a historic cemetery in East Windsor and many sites in downtown Hartford.

By statute, **Town Clerk and Probate Vaults** must be constructed and maintained in accordance with state regulations and approved by the Office of the Public Records Administrator. LeAnn Burbank has been working with towns on vault construction and renovation projects, including projects for the City of Bristol, the Naugatuck Probate Court, the Vernon Probate vault, the Town of Avon, South Windsor, Ledyard, and Bethany. These vaults provide a high level of fire protection and security for towns' permanent and essential records. The new vault construction plans for the City of Bristol were approved by the Public Records office on April 21, 2022. The expected timeline for the renovation to the existing city hall is January 2024.

LeAnn Burbank, Elise Marzik, and Deborah Schander attended the **Spring Conference** of the **Town Clerks' Association** in Mystic on April 21. They staffed an information table, addressing questions from town clerks and record vendors related to agency policies and the Historic Documents Preservation grant program.

As a member of the Governor's Emergency Afghan Evacuee (EAE) Task Force, Dawn La Valle and Division of Library Development (DLD) staff worked with publishing and library partners to gather donations. A donation delivery including handmade quilts made by Sandra VanVooren, librarian at the East Hartford Library, made to the Connecticut Institute for Refugees and Immigrants (CIRI) led to a partnership with the New Haven Free Public Library as a place for CIRI Afghan families to gather for a **cultural orientation presentation** with the added bonus of introducing everything that the library has to offer; this included programs identified by EAE as critical for Afghan families such as story times, workforce development, basic computer skills, and English as a second language.

As a group leader of the Libraries and Veterans National Forum Affinity Group, Dawn La Valle worked with Sarah Lemire, First Year Experience Librarian at Texas A&M University, to plan a roll out of the **Libraries and Veterans National Forum Toolkit**. This included a local presentation at the CT Library Association's Annual Conference where she co-presented with

Brad Bullis and Christy Billings of the Russell Library in Middletown to share the toolkit with CT librarians and focus on Christy's work with the veteran community at her library.

Led by Chris Gauvreau, **CT Libraries & Partners for Digital Equity (CTLPDE)**, a statewide coalition that the State Library is anchoring, held March and April 2022 membership meetings. At the latter, CTLPDE adopted a six-month tasks and perspectives report that will culminate in a symposium, regional level information sessions on digital equity, and a comprehensive media plan anchored by national Digital Equity Week in October of 2022. CTLPDE was vigorously promoted at the CT Library Association and Connecticut Education Network (CEN) annual conferences held May 3-5, 2022. This promotion was supported by related presentations at both conferences. Digital Navigation Pilot Project Awardees spoke at "Digital Inclusion: Navigators Can Make It Happen!" Navigators from the awardee libraries also tabled and presented at a poster session at the CEN conference. In addition, three libraries that had received Chromebooks and hot spots from the State Library distribution of CARES Act funds presented at the CEN conference in a workshop called "CT State Library Chromebooks and Hotspots." They shared technical information useful for those who want to loan laptops and hotspots, as well as stories of how the distribution prompted a shift in their internal policies toward more exacting social justice policies.

As part of the eGO CT project, Brad Bullis is leading a new project, **CT Community Share**, in partnership with Baker and Taylor for CT public schools. The goal is to allow for easier access for students to the Connecticut State Library ebook collection. Division of Library Development (DLD) piloted the project with three school systems: Bristol Public Schools, Coventry Public Schools, and West Haven Public Schools.

Ashley Sklar is exploring a new partnership with the **Creative Startups Libraries as Launchpads program**. Libraries as Launchpads offers cohort-based training and project development planning for libraries to play a role in strengthening the local support system for entrepreneurs and small businesses. DLD hosted sessions in April and May to share information about the program and opportunity as well as hear feedback from libraries on their potential participation.

Gail Hurley is leading a partnership with **Cornerstones of Science** to create STEM equity opportunities and a framework for libraries nationally.

This year for the first time, DLD offered a Summer Enrichment Grant of up to \$2,000. Twenty-four grant applications were accepted totaling just over \$44,000 for creative and unique programming in support of this year's statewide **Summer Reading program, Read Beyond the Beaten Path**. In addition, Kym Powe is partnering with the CT Department of Energy and Environmental Protection (DEEP) on the program; the State Library has been invited to participate in DEEP's series of Great Park Pursuit programs in support of "No Child Left Inside" that began May 7th at Osbornedale State Park. Kym is organizing information and resources including information available through the Library for the Blind and has created story walks for each event.

Programs & Trainings

Kris Abery set up an **Older American's Month (May) display** on the balcony in Government Information featuring free federal depository library publications for library patrons.

Kevin Johnson has begun to again conduct live in-person presentations of **Jordan Freeman and Civil War soldier William Webb**, most recently at: Acton Library, Old Saybrook; Har-Bur Middle School, Burlington; and Old Lyme Middle School.

In partnership with CT Humanities and the CT League of History Organizations (CLHO), Nicole Besseghir, Gail Hurley, and Anna Newman presented a CLHO Colleague Circle on “**Digitizing the Newspapers of Connecticut**” on Thursday, April 7, 2022. The Colleague Circle was attended by over 50 people, and the recording was made available on the CLHO’s YouTube channel. A series of workshops on topics related to newspaper digitization is being planned for this fall.

LeAnn Burbank and Elise Marzik presented a **records management training webinar** to approximately 100 municipal employees on May 11. The webinar was hosted by the Connecticut Conference of Municipalities.

Matt Geeza and Paula McLean, along with DLD, staffed an exhibit table for the **Library for the Blind and Physically Handicapped** (LBPH) at the Connecticut Library Association (CLA) annual conference. Matt also presented a session with librarians and consultants from the State Education Resource Center to engage CT librarians in the resources available to the blind, learning, and physically disabled community.

Resource Updates

Dennis Mitchell, a **Customer Success Manager** from the Department of Developmental Services and assigned to the State Library to facilitate consolidation of IT services, has been meeting with staff from each unit to discuss the agency’s technology. Although CSL is a small agency, our mission necessitates many unique needs.

The Law & Legislative unit is beginning to assess **state agency administrative decisions** along with other **state produced legal documents** like CT Supreme and Appellate Court records and briefs and legislative transcripts and bill files in the collection to determine how to best serve the library’s mission of providing permanent, easy-to-use public access to these documents. Since the early 2000s, many of these items are no longer being printed but are available digitally via a mix of state agency websites and/or proprietary databases. CSL’s methods of digitally harvesting and archiving them are inconsistent, ranging from not at all to some items stored across multiple platforms like Content DM, Connecticut Digital Archive (CTDA), and Archive IT.

Bill Room staff Asaf Aliev and Andrew Bourque along with Steve Mirsky completed the **indexing of legislative transcripts from the 2021 legislative session**. 2021 yielded a record breaking 100,000 pages of transcripts and submitted testimony, likely resulting from all public hearings being conducted via Zoom and YouTube. Remote access for attending the hearings exponentially increased participation since people did not need to physically wait in the Legislative Office Building for hours to speak for their allotted 3 minutes.

Abigail Demke returned to CSL for another legislative session as a **Connecticut General Assembly aide** to continue helping Bill Room staff with various processing tasks as well as providing bill tracking on a wide range of subjects for select CSL employees. She departed at the close of session, and we wish her the best on her future endeavors.

History & Genealogy (H&G) is beginning to see more foot traffic in the Reading Room and in the Archives Reading Room as **patrons begin to resume in-person library use**. In addition to the daily correspondence answered by staff, which is still up over pre-pandemic levels, the H&G staff is undertaking **several indexing projects** that will be added to our database collections in the future. Currently Kevin Johnson is working on indexing a collection of 19th century Hartford County Jail warrants while Kristi Finnan continues to work on a massive index of the Gov. Jonathan Trumbull papers created from a slip index found in the Archives Reading Room. She is approaching 10,000 entries(!). Susan Bigelow is indexing divorces found in early Superior Court record volumes (1711-1798), and Maria Paxi is finishing editing a database for Connecticut pauper records found in the State Comptroller records circa 1844-1906.

Government Information and Reference Services (GIRS) received 5 boxes of Connecticut State **publications from the Department of Energy and Environmental Protection (DEEP)**. Jerry Seagrave and Jenny Groome have searched all of the items in the State Library catalog. Eric Paiva has now begun the process of searching the Connecticut Documents shelves and the caged area to check the status and condition of the publications. If needed, the publications will be added to the Connecticut Documents collection and processed according to standard practices.

Susan Bigelow has archived 451 **Connecticut State documents** into the Connecticut Digital Archive (CTDA) during the March - May 2022 time period.

Kris Abery arranged with Deborah Mongeau (University of Rhode Island) to transfer 50+ Connecticut publications from the **National Sea Grant Library Collection** to the State Library. These publications are not found in the Connecticut Documents collection. When received, the publications will be cataloged/barcoded and added to the State Library collection.

Kris Abery met with Paul Alderucci and Rino Feole from the Connecticut State Legislature to discuss the transfer of the **2020 redistricting maps** to the Connecticut State Library. The printing of the 2020 redistricting maps has been delayed due to an equipment failure.

State Archives staff was notified by DAS procurement that it would not rebid the recently expired **Emergency Response and Recovery Services for Records and Collections Statewide Contract** that has been in place since 2011. This contract was for use in the immediate aftermath of a disaster affecting public records or long-term recovery for which a state or municipal agency did not have the expertise or resources on its own. According to correspondence from the contracts team leader, "The spend on the contract was very low and with the move toward cloud storage of records, the need should diminish further. Additionally, some of that spend appears to have been for unauthorized services. We feel that GL71e makes more sense for future emergency purchases." DAS General Letter 71 paragraph (e) allows for emergency repairs and emergency purchases (excluding real property) costing up to \$200,000 without obtaining quotes or bids. An "emergency" exists where normal agency operations, staff or public health or safety, or preservation of property would be seriously impaired, threatened or jeopardized if the agency failed to take immediate action to correct the situation. An agency still needs to direct emergency purchases exceeding \$200,000 to DAS for processing through a Standardization Transaction request. The agency must submit a written emergency request to DAS for approval. Lizette had submitted a detailed email explaining the special preservation needs of various record formats and the benefits to the State of having a standing contract for these services. She will continue to follow up.

The **Public Records of the State of Connecticut – Vol. XXIII** covering the General Assembly sessions of 1825 and 1826 was published and made available for free to all publicly financed state institutions of higher education, state law libraries, and public libraries. Other institutions and individuals can purchase the volume for \$45 plus \$5.00 for shipping and handling. Volumes can be ordered through the State Library website. To date we have distributed 56 free copies to public libraries, state law libraries, and public universities. We have also sold one copy of Vol. 23 and seven copies of Vol. 22, two of Vol. 21, and one of Vol. 13.

In the **Museum of Connecticut History**:

- Donations continue to arrive to the Museum collections. Recent items include an Ella Grasso campaign poster, a 1950's Erector set made in New Haven, a LaFayette Soda Bottle from New Britain and a Waterbury made, Connecticut patented, collapsible drinking cup, circa 1883.
- Patrick Smith visited the South Windsor Public Library to view a local history exhibit and discuss with them the items in the exhibit and a suitable home for some, as the owner of the items decides what to do with them in the future.
- The Governor's Chair, currently on exhibit at the Old State House in Hartford, will be brought down to a furniture conservator in Baltic for repair recommendations. The chair was slightly damaged while on display in November 2021.
- The Nathan Hale Trunk was given a recent cleaning and conservation treatment while on long-term loan to Connecticut Landmarks at their Nathan Hale Homestead property.
- Numerous researchers have used the Museum's book collection recently for topics such as Connecticut made buttons, Colt Firearms, Connecticut electrical product manufacturers, and Connecticut made bicycles.

The Office of the Public Records Administrator issued two revised **records retention schedules** for the Department of Banking (DOB-02, effective 4/7/2022) and the Department of Energy and Environmental Protection (DEEP-02, effective 4/28/2022), and one revised records series on the Public Safety and Emergency Services State General Schedule (effective 3/16/2022). Elise Marzik is currently working with four agencies on updates to agency-specific retention schedules.

Public Records is **hosting an intern** from Southern Connecticut State University for the Spring 2022 semester. Jordon Hensley, a Library and Information Science graduate student, is working with Elise Marzik on a project to revise state and municipal records retention schedules.

LeAnn Burbank and Cherie Miles processed **228** municipal and **92** state agency **authorization forms** for records disposals. At the **State Records Center**, Doug Yaeger and Mike Soltesz accessioned 398 cubic feet of agency records; deaccessioned 1,288 cubic feet; processed 261 reference requests; and processed 102 re-files and inter-files.

Recruitment continues for the position of Library Specialist. The successful candidate will serve as NACO (Name Authority Cooperative) coordinator, coordinator of the NACO Connecticut "Funnel" project, as CONSER (Cooperative Serials Program) coordinator, and as original cataloger for State of Connecticut serial and monographic publications. Since February, when the position became vacant, Bill Anderson and Laura Diller have **cataloged over 200 new electronic state documents**: monographs, serials, and websites, facilitated by Access Services' work to find and digitally archive in CTDA (Connecticut Digital Archive). The greater proportion of this work has consisted of difficult original cataloging.

The Cataloging Unit continued working on its project to **replace 27,000 hyperlinks for electronic state documents**, exporting revised bibliographic records from OCLC (Online Computer Library Center) into Alma and Primo. As of April 30, 19,150 revised records have been exported. Staff made progress on correcting the 9,000 records for Connecticut state government electronic publications that had been incorrectly designated "Open Access" in Primo, many of which will be corrected in the electronic state document hyperlink replacement project.

As an adjunct to the above project, and facilitated by the decision to discontinue adding new State government material to the OCLC CONTENTdm digital content management service and digital archive, the Cataloging Unit began **a systematic review of all titles designated for the Alma/Primo electronic collections of State publications**. As of April 30, 900 bibliographic titles have been searched, and the content of their attached electronic inventory verified or updated.

Verna Thomas-Green identified 1,700 state document titles in the OCLC database that the State Library contributed as print records, but, in accord with the State Library's hybrid record policies, did not contribute a parallel record for the electronic versions. The purpose of this project is first to **facilitate the copycataloging of the electronic versions of titles** which OCLC partners may not hold. Secondly, staff will be able to update obsolete URL fields in records contributed by the University of Connecticut and other shared cataloging partners.

William Anderson cataloged some **new material in the history, genealogy, law, and newspaper areas** and added them to Alma/Primo in March and April, including:

- In memoriam : Helen D. W. Hungerford. Hartford, [1898] Stacks location: CT275.H75 I55 1898 Primo address: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71178196280003451
- The Death penalty / edited by Irwin Isenberg. New York, 1977. Stacks location: HV8694 .D38 1977. Primo address: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71178393670003451
- Hazard Powder : the Powder Hollow explosion of 1913. Enfield, 2021. Stacks location: F104.E4 S674 2021. Primo address: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71174607870003451

The Preservation Office continues to scan new content from the library collection and preserve digitized materials in the Connecticut Digital Archive (CTDA). The following **prison newspaper titles**, digitized with support from Reveal Digital for their American Prison Newspaper Collection, are now available in the CTDA:

- [The Hartford Center Courier \(1979-1983\)](#)
- [The Weekly Scene \(1969-1978\)](#)

Many thanks to Preservation staff Griselle Colon, Maritza Pagan, and Glenn Sherman for their efforts to digitize and preserve these newspapers.

As part of the ongoing joint effort of Collection Services and Reference staff, **292 new CT State Library card applications** were processed during March and April 2022. These cards provide our patrons with 24/7 remote access to many CSL and researchIT CT online databases. Special

note goes to Jerry Seagrave, who processed 211 (or 72%) of the applications and mailed cards and letters to patrons.

In April 2022, Kandace Yuen added over 18,000 portfolios, or full-text title level links, to our Primo catalog to make our **HeinOnline subscription databases** more discoverable. This benefits both staff and patrons. HeinOnline is accessible remotely 24/7 with a CT State Library card.

Staff in Collection Services continue to **process incoming print materials** to keep onsite collections up-to-date and relevant. During March-April 2022, we received 4,035 new items in the following categories:

- 2124 Federal Depository Library documents
- 461 Connecticut State and town documents
- 713 Connecticut city and town newspapers
- 185 Items added to the Reference collection
- 552 Items added to the Stacks

The Division of Library Development (DLD) is partnering with Baker and Taylor's **Sustainable Shelves program** to collect weeded materials from the Middletown Library Service Center collection to be processed into pulp for new books or sold with funds returned to CSL.

Kym Powe designed a "Data Report Creator" to compile the results of DLD's statewide summer reading data every year to enable **comprehensive data comparison** for effective reporting.

Maria Bernier collected **borrowIT reports from 167 participating libraries** and calculated payments to the libraries for each item loaned to a non-resident as well as additional payments for net loans (lending more items to non-residents than the town's residents borrow from other libraries). Under the borrowIT program, a resident of any town in the state who holds a valid borrower card issued by their home library can use that card to borrow materials from any of the other public libraries participating in the program.

The launch of the **Palace Project** as part of the eGO program is underway. To date, 22 libraries have moved into production and 164 libraries have been configured and tested in the Palace app. We will begin deploying libraries that have OverDrive collections as soon as OverDrive completes their security audit. The content streams from Baker & Taylor, Biblioboard, and Digital Public Library of America are all in place.

DLD continues to purchase new content to coincide with the launch of the Palace app. To date, over 1,000 new items have been added. Focus areas include Connecticut authors and Connecticut as subject, children and Young Adult (YA) including simultaneous use titles that support the school curriculum, backlist bestsellers, biography and memoir, veterans and military, Spanish language, professional development titles for librarians, and self-help titles. Over 170 items were purchased for the Governor's Summer Reading Challenge and 35 items were purchased for the Kid Governor's Civics Kits. A dedicated swim lane for All CT Reads has been added to the Palace Project app for participating libraries.

The Library for the Blind and Physically Handicapped (LBPH) federal partner, the National Library Service for the Blind and Print Disabled (NLS), released a braille eReader. Braille eReaders are now available to LBPH patrons. 16 CT LBPH patrons are currently using the NLS braille eReader.